



## Education Specialist

---

### Details

**Job ID : 273**

**Title :** Education Specialist

**Job Code :** 909

**Salary :** \$2,366.00 (Monthly)

**Grade :** 9

**Tenured :** YES

---

### Job Departments

- Court Services - Education

---

### Purpose

PROVIDES VARIOUS EDUCATIONAL SERVICES TO ASSIGNED COURT DIVISIONS AND PROGRAMS ASSOCIATED WITH ASSIGNED DIVISION.

---

### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 2 Years of Related Experience

---

### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

---

### Job Preferred Knowledge

- COURT SYSTEM

---

### Job Duties

- CONDUCT NEED ASSESSMENTS FOR TRAINING PROGRAMS AND PARTICIPATES IN ACTIVITIES THAT MAY HAVE EDUCATIONAL COMPONENTS
- DEVELOPS EDUCATION CURRICULUM TO EDUCATE COURT PERSONNEL AND AFFILIATED AGENCIES CONCERNING PROGRAM IMPLEMENTATION, OBJECTIVES, POLICIES, PROCEDURES AND OTHERS
- FORMULATES TEACHING OUTLINE AND DETERMINES INSTRUCTIONAL METHODS FOR INDIVIDUAL AND GROUP PRESENTATIONS
- CONDUCTS TRAINING SESSIONS COVERING SPECIFIED AREAS WITHIN VARIOUS COURT RELATED PROGRAMS
- IMPLEMENTS TRAINING FOR STATEWIDE PROFESSIONALS
- PREPARES MATERIALS FOR TRAINING SESSIONS SUCH AS HANDBOOKS, MULTIMEDIA VISUAL AIDS, AND DEMONSTRATION MODELS
- MAY EVALUATE FACULTY AND OVERSEE ALL ASPECTS OF CURRICULUM IMPLEMENTATION
- IDENTIFIES AND SCHEDULES PROGRAM LOCATIONS
- MAKES TRAVEL ARRANGEMENTS FOR CONFERENCES
- ARRANGES FOR EQUIPMENT TRANSPORTATION AND SETUP
- MAY ATTEND EDUCATION COMMITTEE MEETINGS
- OTHER DUTIES AS ASSIGNED